

**QUEENSLAND HOSPITAL ADMITTED  
PATIENT DATA COLLECTION  
(QHAPDC)**

---

**Statistical Collections and Integration**  
Department of Health

**EVA Plus  
User Manual**

# Document information

**Version:** v1

**Published by:** Statistical Collections and Integration  
Health Statistics Branch  
Health Commissioning Queensland  
Department of Health

Phone: (07) 323 40726  
Email: [QHIPSMAIL@health.qld.gov.au](mailto:QHIPSMAIL@health.qld.gov.au)

**Approved by:** Rod Leeuwendal  
Manager  
Statistical Collections and Integration

**Date:** July 2013

**Available from:** [http://qheps.health.qld.gov.au/hic/dsu\\_collections.htm](http://qheps.health.qld.gov.au/hic/dsu_collections.htm)

## Release History:

Date	Version	Pages	Details
July 2013	1	All	Initial Release

# Contents

<b>1. INTRODUCTION .....</b>	<b>2</b>
<b>EVA Plus Application .....</b>	<b>2</b>
Collection manuals.....	2
<b>2. ACCESSING EVA PLUS.....</b>	<b>3</b>
Passwords.....	3
Initial log in .....	3
Subsequent log ins.....	6
Locked account .....	6
Forgotten password .....	7
Change password and/or lost password recovery question.....	8
Logging out.....	10
<b>3. USER MANAGEMENT .....</b>	<b>11</b>
<b>Security (access) levels .....</b>	<b>11</b>
DCU users.....	11
Primary users.....	11
Deputy users .....	11
Facility users .....	11
<b>Granting access .....</b>	<b>12</b>
Search for an existing user account .....	12
Create a new user account.....	14
Update an existing user account.....	15
Add facility access.....	17
Remove User Access .....	18
Confirm Users.....	22
<b>4. PATIENT DATA.....</b>	<b>24</b>
<b>Home.....</b>	<b>24</b>
<b>Viewing Validation Errors .....</b>	<b>25</b>
Actioning Validation Errors.....	28
Export Validation Exceptions to CSV file .....	29
<b>5. REPORTING .....</b>	<b>31</b>
<b>User Reports.....</b>	<b>31</b>
<b>6. GLOSSARY .....</b>	<b>33</b>
<b>7. FREQUENTLY ASKED QUESTIONS.....</b>	<b>34</b>
<b>8. EVA PLUS SUPPORT.....</b>	<b>36</b>

## 1. Introduction

This manual provides instructions for the use of the Electronic Validation (EVA Plus) application. It is a reference for those who are responsible for processing of validation exceptions created from the extraction process of Admitted Patient Data to the Statistical Collections and Integration (SCI), and other interested persons.

**Note:** Snapshots of screens used in this manual may differ slightly from those in the EVA Plus Application viewed by facilities as these snapshots were taken from the 'Test' and 'PAT' version of the application.

### *EVA Plus Application*

The Queensland Hospital Admitted Patient Data Collection (QHAPDC) receives hospital admitted patient data from both public and private facilities. Once QHAPDC data has been extracted, loaded into the Queensland Health Inpatient Processing System (QHIPS) and validated, validation exceptions are then published to EVA Plus.

The EVA Plus application is a web based application, developed by SCI, which enables facilities to view and action validation errors that are raised from the extracted data provided by facilities.

EVA Plus is replacing the use of EVA 1a and has been enhanced to improve system efficiency and usability.

### **Collection manuals**

This manual must be read in conjunction with the current QHAPDC Manual. The QHAPDC Manual for each financial year is published by the 1<sup>st</sup> of July of each year. and is available from the [Manuals](#) section of the HSU website.

The QHAPDC manual provides comprehensive coverage on data items and validation messages which are not covered within this manual. The QHAPDC manual is also able to be used in conjunction with the Hospital Based Corporate Information System (HBCIS) user manual

A full list a definitions of the Validation Errors can be found in Appendix L of the QHAPDC Manual.

## 2. Accessing EVA Plus

Access to EVA Plus is granted by either SCI for users who require the system **'Security Level'** of **'Primary User'** for one or more facilities, or by the **'Primary User'** of a facility/HHS for users who require the system **'Security Level'** of **'Facility User'**, or **'Deputy User'** for one or more facilities.

### Passwords

Passwords must contain a combination of alphabetic and numeric characters, be at least 8 characters in length and case sensitive.

Passwords expire after 3 months and users will be automatically prompted to change their password when password is due to expire.

Users must maintain the integrity of their password. Should a password become compromised, the user must immediately change it.

### Initial log in

Users are issued with a unique username and for the initial login, a system generated password. The username and the system generated password are advised to the user in 2 separate system generated emails from either SCI (for Primary User Security Level) or the Primary/Deputy User (for Facility User, Deputy User Security Level) for their facility.


The first email will contain the user's username (email address), and the second email will contain the user's initial password (system generated). Both emails contain a link to the EVA Plus Online application.

The first time that a user logs on to EVA Plus they are required to enter the system generated password and once logged in should immediately change their password.

If the user does not receive one or both of these emails they should contact either their Primary/Deputy User (for Facility User and Deputy User Security Levels) or the Statistical Collections and Integration (for Primary User Security Level).

Once both emails are received following the granting of access, the user should click on the link in the email to EVA Plus to access the application.

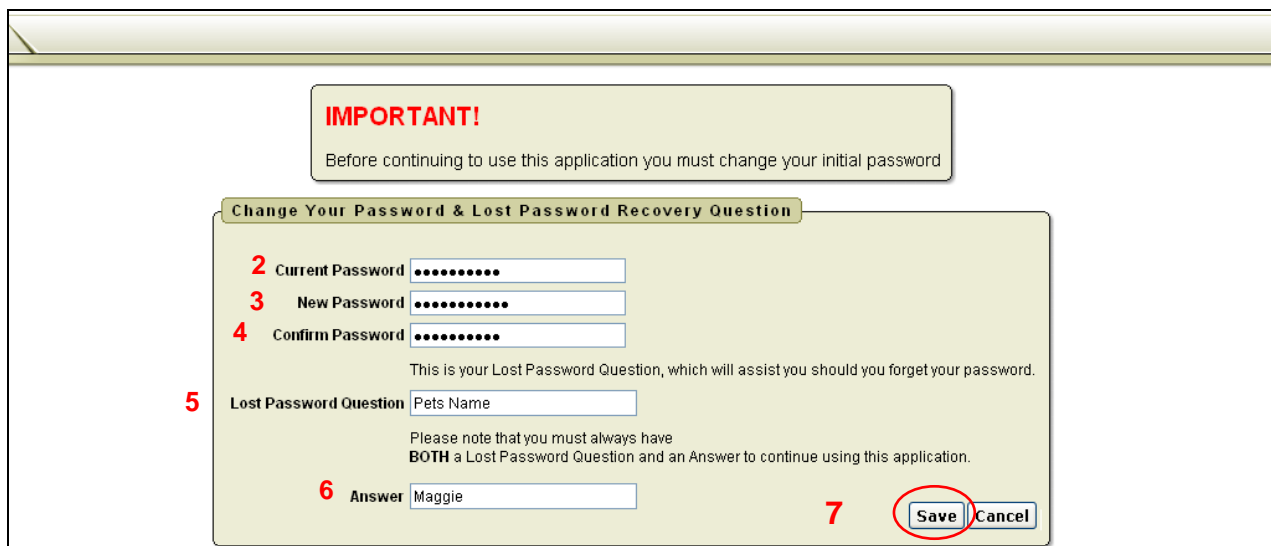
1. The login screen will appear and the user should enter the username and password provided in the emails, then click on **'Login'**.



**Hint:** Save this link to Internet Explorer Favourites by selecting **'Favourites'**, **'Add to Favourites'** for easy access.

Once the user is logged in, the screen below will appear to change the initial password and to enter a lost password question and answer.

2. Enter the initial password contained in the email into the **'Current Password'** field.
3. Enter a new password in the field for **'New Password'**.
4. Tab to the **'Confirm Password'** field and re-enter password.
5. Enter question in the **'Lost Password Question'** field.
6. Tab to the next field and enter **'Answer'** to the **'Lost Password Question'**.
7. Click **'Save'**.



8. The **'Appropriate Use'** message will then display: Click **'OK'**

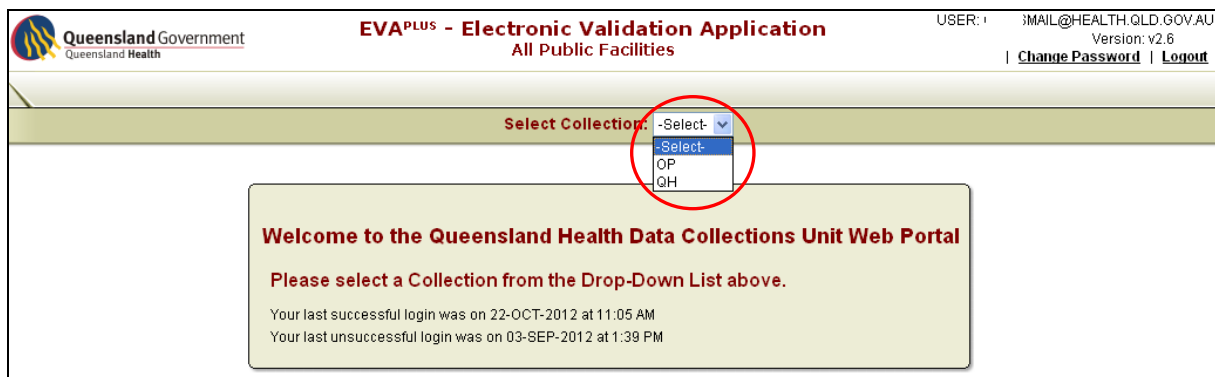
Once the password and/or lost password question and answer is changed successfully, this message will appear:



9. Click **'OK'**.

The **Queensland Health Data Collections Unit Web Portal** page will then display.

10. Select the QH collection from the drop down list.



**Hint:** This drop down list will only appear if access has been granted to more than one Data Collection e.g. Outpatients (OP). If access has been granted to one collection then user is taken directly to the home page of that collection.

11. The home page for the chosen form collection will be displayed.



## Subsequent log ins

To log in to the application for the first time refer to the section [Initial log in](#). Following the initial log in, EVA Plus can be accessed via QHEPS.

1. Open **QHEPS**.
2. Click on the '**Reference Tools**' tab and under '**Data**' click on the '**Health Statistics Unit**'.
3. Once at the HSC home page, locate the '**I'm looking for**' section on the bottom right hand side of the page and click on '**HSC Applications**'.
4. Click on **EVA Plus**.
5. The **EVA Plus** login page will appear and the users' **User Name** (email address) and **Password** should be entered.
6. Click on the '**Login**' button



**Hint:** Save this link to Internet Explorer Favourites by selecting '**Favourites**', '**Add to Favourites**' for easy access.

If the **User Name** or **Password** is invalid the user will be returned to the EVA Plus login page.

### Locked account

A user account will be locked when a password is incorrectly entered 3 times. On the 4th attempt the user account will be locked. The user must then contact their system administrator to unlock their account. Users with the system security level of;

- Facility should contact the Primary or Deputy User/s of their facility.
- Deputy User should contact the Primary User of their facility.
- Primary User should contact SCI.

Once the user account is unlocked, a system generated email will be sent to the user with a new system generated password, which the user will be required to change following logging in.



## Forgotten password

From the **'Login'** screen, click on **'Lost Password'**.

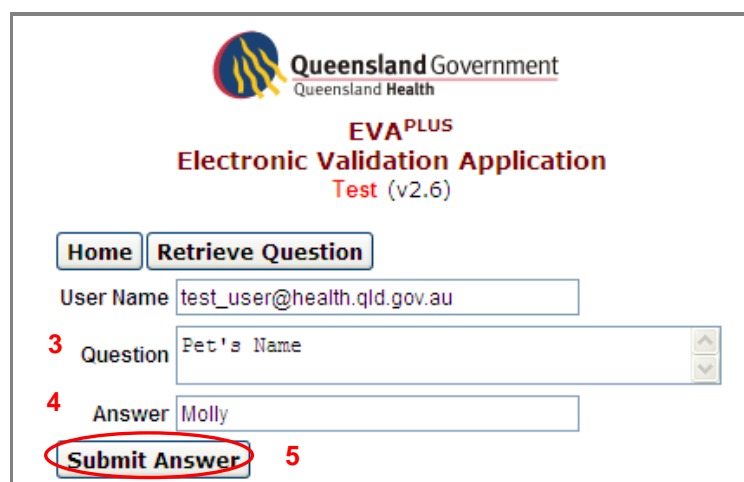


The screen to retrieve **'Lost Password Question'** displays.

1. Enter EVA Plus **User Name** (email address).
2. Select **'Retrieve Question'**.



3. The **'Lost Password Question'** will be displayed in the **'Question'** field.
4. Enter the **'Answer'** to the question.
5. Select **'Submit Answer'**.



6. The message **'This will change your account password. Do you wish to proceed?'** will appear. Click **'OK'**.

If the information entered is correct, the following message will display advising an email has been sent to the user's email inbox containing the new system generated password.



If the information entered is incorrect, the following message is displayed.



The user is required to change the system generated password when logging back in.

### Change password and/or lost password recovery question

A user may change their password and/or lost password recovery question at anytime.

Select **'Change Password'** from the **User Options Task Bar**.



## To change Password

1. Enter current password in the '**Current Password**' field, then a new password in the field for '**New Password**'. Confirm the new password in the '**Confirm Password**' field by re-entering the new password.
2. Select '**Save**'.

Queensland Government  
Queensland Health

**EVA<sup>PLUS</sup> - Electronic Validation Application**  
All Public Facilities

USER: HSU\_1@HEALTH.QLD.GOV.AU  
Version: v2.6 Test  
[Logout](#)

Select Collection: -Select-

**Change Your Password & Lost Password Recovery Question**

**Note:** You may change your password and/or your lost password question. If the lost password question and answer is populated you can choose to update or leave it as is.

1 {  
Current Password  
New Password  
Confirm Password

This is your Lost Password Question, which will assist you should you forget your password.

Lost Password Question Dogs Name

Please note that you must always have  
BOTH a Lost Password Question and an Answer to continue using this application.

Answer Spot

2 **Save** Cancel

**Hint:** If the lost password question and answer is pre-populated the user is not required to change their lost password question and answer.

3. '**You have successfully changed your password and/or lost password question and answer**' will display on screen. Click '**OK**'.

## To change lost password recovery question

1. Enter a new **Lost Password Question** and **Answer** then
2. Select '**Save**'.

Queensland Government  
Queensland Health

**EVA<sup>PLUS</sup> - Electronic Validation Application**  
All Public Facilities

USER: HSU\_1@HEALTH.QLD.GOV.AU  
Version: v2.6 Test  
[Logout](#)

Select Collection: -Select-

**Change Your Password & Lost Password Recovery Question**

**Note:** You may change your password and/or your lost password question. If the lost password question and answer is populated you can choose to update or leave it as is.

Current Password  
New Password  
Confirm Password

This is your Lost Password Question, which will assist you should you forget your password.

Lost Password Question Dogs Name

Please note that you must always have  
BOTH a Lost Password Question and an Answer to continue using this application.

Answer Spot

2 **Save** Cancel

3. **'You have successfully changed your password and/or lost password question and answer'** will display on screen. Click **'OK'**.

**Hint:** Although displayed it not a requirement that the user changes their current password whilst updating a lost password question and answer.

## Logging out

To log out of the application, select **'Logout'** from the **'User Options Task Bar'**.



The user will be returned to the **'Login'** screen.

4. Close the Internet Explorer window to completely log out

## 3. User Management

### Security (access) levels

There are four user security (access) levels in Eva Plus. One of these levels must be assigned to a user to provide the appropriate security level for the facility. These user security levels are:

1. DCU
2. Primary
3. Deputy
4. Facility

#### DCU users

- DCU users are the SCI processing team.
- DCU users have access to all facilities.
- DCU users grant access to Primary users and manage this access.

#### Primary users

- Primary user access can only be granted by SCI.
- A facility can have only one Primary user.
- Primary users can be granted access to more than one facility.
- Primary users grant access to users who require the security levels of Deputy and Facility.
- Primary users are responsible for confirming the current active users of EVA Plus.  
To request Primary user security level access, the user must contact SCI. The request should be from the primary user's line manager and not the person who is requesting to be the primary user. The email request must be sent to QHIPSMail for EVA and provide the facility that the access is required for and their email address..
- If extenuating circumstances exist and SCI need to grant access for other access levels, SCI must have an email request from their line management before the request is actioned.

#### Deputy users

- Deputy user access can be granted by the Primary user of the facility.
- A facility can have any number of Deputy users.
- Deputy users can be granted access to more than one facility..
- Deputy users grant access to users who require the security levels of Deputy and Facility.

**Note:** The Deputy user security level has the same access privileges as the Primary user security level. The Deputy user security level was created to ensure that a back up role could exist for the Primary user to ensure that in their absence validations processes could continue and that the access at facilities could be managed effectively.

#### Facility users

- Facility user access can be granted by the Primary user or Deputy user/s of the facility.

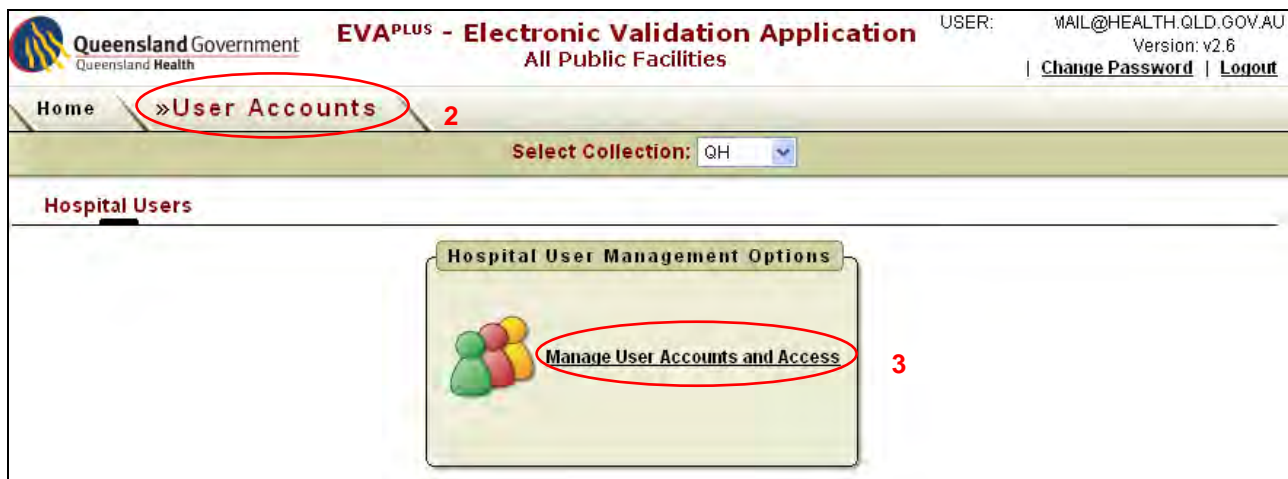
- A facility can have any number of Facility users.
- Facility users can be granted access to more than one facility...

## Granting access

Prior to granting access to EVA Plus the first step is to identify if a user has previously been granted access.

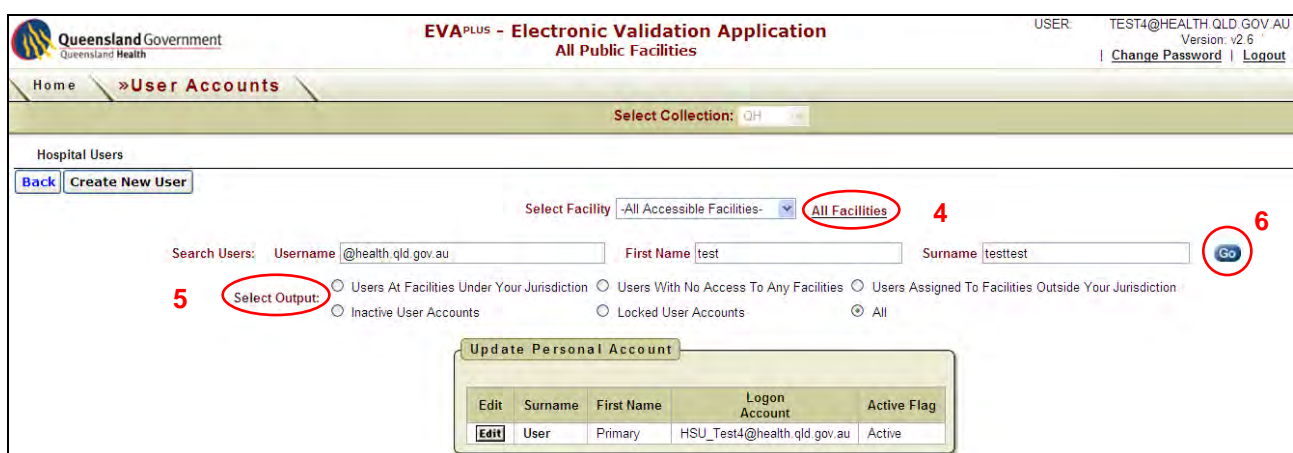
### Search for an existing user account

1. Log on to EVA Plus.
2. From the Main Menu, select '**User Accounts**'.
3. From the '**Hospital User Management Options**', select '**Manage User Accounts and Access**'.



The **Manage User Accounts and Access** search screen will appear:

4. Select '**All Facilities**'.
5. Enter the **Username** (email address), **First Name** or **Surname** of the user in the relevant fields of the '**Search Users**' line.
6. Select '**Go**' to activate user search.



7. If the user does not exist, the message **'No users found'** displays in the last five boxes on the screen and a new user account needs be created. Refer to [Create a New User Account](#).

Hospital Users

[Back](#) [Create New User](#) [Reset](#)

Select Facility: -All Accessible Facilities- All Facilities

Search Users: Username @health.qld.gov.au First Name test Surname testtest [Go](#)

Select Output: ☐ Users At Facilities Under Your Jurisdiction ☐ Users With No Access To Any Facilities ☐ Users Assigned To Facilities Outside Your Jurisdiction  
☐ Inactive User Accounts ☐ Locked User Accounts ☒ All

**Update Personal Account**

Edit	Surname	First Name	Logon Account	Active Flag
<a href="#">Edit</a>	User	Primary	QHIPSMAIL@health.qld.gov.au	Active

**Manage Users At Facilities Under Your Jurisdiction**  
No users found.

**Existing Users With No Access To This Application**  
No users found.

**Users With No Access To Any Facilities**  
No users found.

**Users Assigned To Facilities Outside Your Jurisdiction**  
No users found.

**Inactive User Accounts**  
No users found

**Locked User Accounts**  
No users found

7

8. If a user account is retrieved refer to [Update an Existing User Account](#).

Hospital Users

[Back](#) [Create New User](#) [Reset](#)

Select Facility: -All Accessible Facilities- All Facilities

Search Users: Username @health.qld.gov.au First Name test Surname test [Go](#)

Select Output: ☐ Users At Facilities Under Your Jurisdiction ☐ Users With No Access To Any Facilities ☐ Users Assigned To Facilities Outside Your Jurisdiction  
☐ Inactive User Accounts ☐ Locked User Accounts ☒ All

**Update Personal Account**

Edit	Surname	First Name	Logon Account	Active Flag
<a href="#">Edit</a>	User	Primary	QHIPSMAIL@health.qld.gov.au	Active

**Manage Users At Facilities Under Your Jurisdiction**  
No users found.

**Existing Users With No Access To This Application**

1 - 2

Edit Application Access	Surname	First Name	Logon Username	User Type	User Created By	User Created On
<a href="#">Edit</a>	test	test	test12@health.qld.gov.au	HOSP	QHIPSMAIL@HEALTH.QLD.GOV.AU	22-JUN-2010

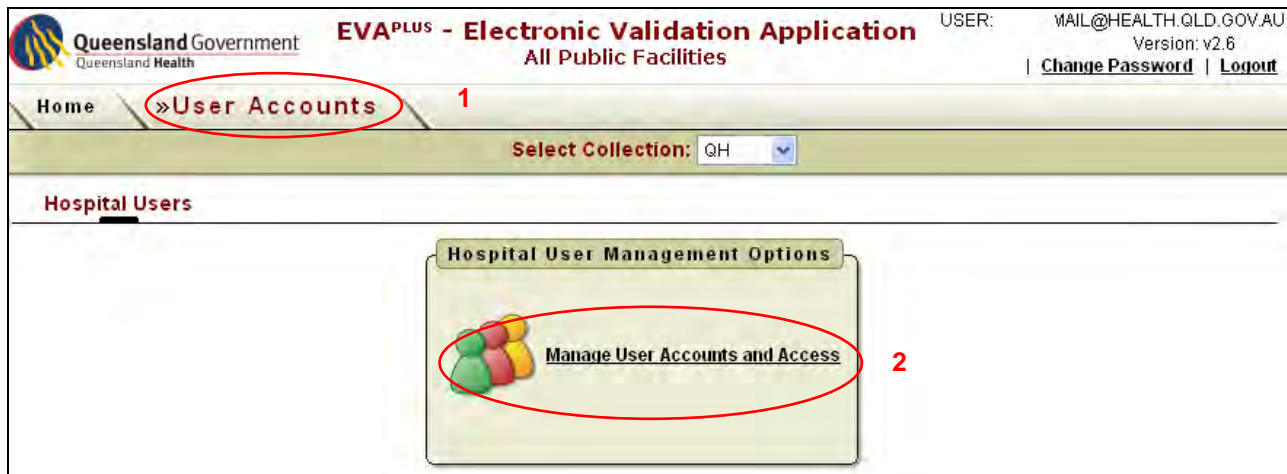
8



## Create a new user account

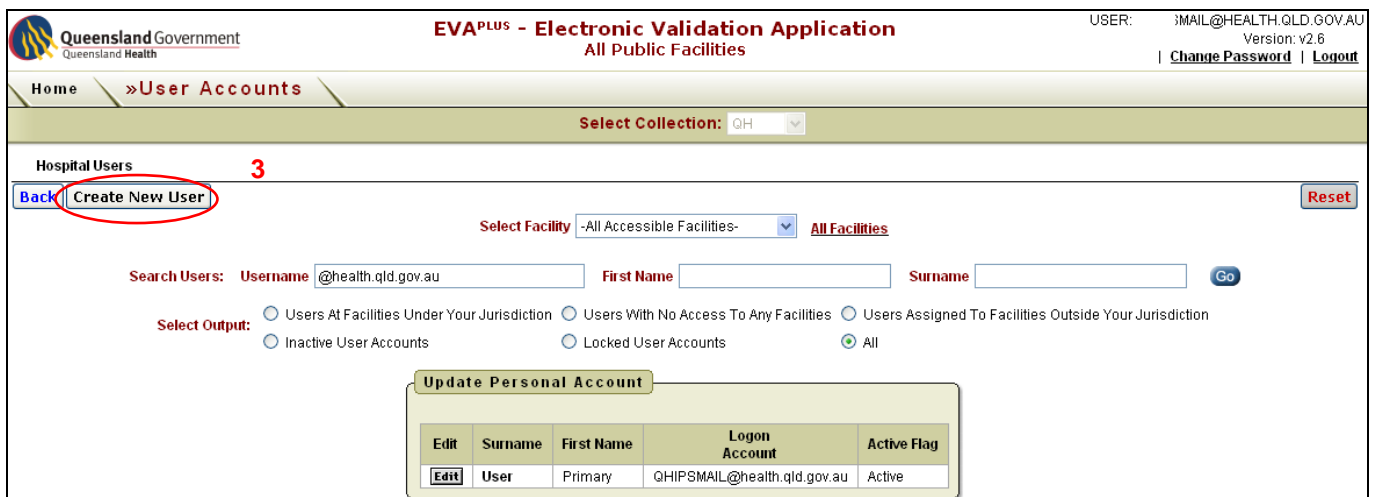
Complete a user search to ensure that a user account does not exist. Refer to [Search for an Existing User Account](#). If the user account does not exist, a new user account must be created.

1. From the Main Menu, select '**User Accounts**'.
2. From the '**Hospital User Management Options**', select '**Manage User Accounts and Access**'.



The **Manage User Accounts and Access** search screen will appear:

3. Click on '**Create New User**'.



The '**Create User**' table will be displayed.



- Enter the **First Name**, **Surname**, **Contact Telephone Number** and the **Username** (user's email address) in the relevant fields of this table.
- Click on **'Create'**.

Queensland Government  
Queensland Health

EVA PLUS - Electronic Validation Application  
All Public Facilities

USER: TEST4@HEALTH.QLD.GOV.AU  
Version: v2.6  
[Change Password](#) | [Logout](#)

Home » **User Accounts**

Select Collection: QH

[Back](#)

**Create User**

[Cancel](#) [Create](#) 5

First Name: Test Surname: User

Username: test\_user@health.qld.gov.au

Contact Tel No: 3322 4584 User Type: Hospital/Facility User

Account Active: Active

User Account Created By: Created On

Application Access Granted By: Granted On

**Note:** Ensure the user's email address is entered accurately. A user will be unable to access the system if the email address is incorrect. Once saved, the **Username** cannot be amended.

- A User Account will be created. At this stage the user will receive an email advice of their username and password.
- To update facility access refer to [Add facility access](#) to update the users access.

### Update an existing user account

The Primary User and Deputy User/s assigned to a facility have responsibility for managing the users of that facility. To update access for an existing user account:

- Complete a user search to verify the user account exists. Refer to [Search for an Existing User Account](#).
- To edit a user account click on the **'Edit'** button.

Hospital Users

[Back](#) [Create New User](#) [Reset](#)

Select Facility: -All Accessible Facilities- All Facilities

Search Users: Username: @health.qld.gov.au First Name: test Surname: user [Go](#)

Select Output: ☐ Users At Facilities Under Your Jurisdiction ☐ Users With No Access To Any Facilities ☐ Users Assigned To Facilities Outside Your Jurisdiction ☐ Inactive User Accounts ☐ Locked User Accounts ☒ All

**Update Personal Account**

Edit	Surname	First Name	Logon Account	Active Flag
<a href="#">Edit</a>	User	Primary	QHIPSMAIL@health.qld.gov.au	Active

**Manage Users At Facilities Under Your Jurisdiction**

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
04-OCT-2012	<a href="#">Edit</a>	User	Test	test_user4@health.qld.gov.au	Facility User	Active	No	REDLAND HOSPITAL	04-OCT-2012	

1 - 3

The **'Manage Users'** screen will be displayed.

Queensland Government  
Queensland Health

EVA PLUS - Electronic Validation Application  
All Public Facilities

USER: QHIPMAIL@HEALTH.QLD.GOV.AU  
Version: v2.6  
| Change Password | Logout

Home » User Accounts

Select Collection: QH

Back

Manage Users

Save User Reset Password

First Name Test Surname User

Username test\_user4@health.qld.gov.au

Contact Tel No User Type Hospital/Facility User

Account Active Active

User Account Created By QHIPMAIL@HEALTH.QLD.GOV.AU Created On 03-JUN-2010

Application Access Granted By SUZANNE\_MILNE@HEALTH.QLD.GOV.AU Granted On 04-OCT-2012

Grant User Access to Facilities within your Jurisdiction

Add Access

Facility -Select Facility- Security Level -Select Level- Valid From 01-NOV-2012 Valid To

**Hint:** If the User has access to another SCI application (MAC Online, EVA 1a) they may already have a user account. To update access select **'Grant Access'** from the **User Access Details**.

User Details

First Name TEST Surname USER

Username TEST\_USER@health.qld.gov.au123 User Type HOSP

Created By @HEALTH.QLD.GOV.AU Created On 15-FEB-2011

Application Access History

Application	Active Flag	Access Granted By	Access Granted On
EVAP - EVAPlus Electronic Validation Application	Active	EVAPlus@HEALTH.QLD.GOV.AU	15-FEB-11

row(s) 1 - 1 of 1

User Access Details

Cancel Grant Access

Active Flag Active

3. Check that the Users details listed in this table are current.
4. Ensure Account Active is set to **'Active'**.
5. Click on **'Save User'**.

Manage Users

Save User 5 Reset Password

First Name Test Surname User

Username test\_user4@health.qld.gov.au

Contact Tel No 5566 6655 User Type Hospital/Facility User

4 Account Active Active

User Account Created By QHIPMAIL@HEALTH.QLD.GOV.AU Created On 03-JUN-2010

Application Access Granted By SUZANNE\_MILNE@HEALTH.QLD.GOV.AU Granted On 04-OCT-2012

## Add facility access

Once a user access has been granted in EVA Plus facility access will need to be allocated in order for the users to view and amend validation errors.

1. To update facility access select the required '**Facility**' from the drop down box.

**Note:** Only the facilities to which the Primary /Deputy User has been granted access to will be available for selection in the '**Facility**' drop-down list.

2. Select a '**Security Level**' from the drop down list.
3. Enter the date that the access is to be effective from in the '**Valid From**' date field. Enter the date that the access is to be effective to in the '**Valid To**' date field or if this is unknown this field can be left blank until the user's access is revoked.

**Note:** Alternatively the calendar functionality can be used to select dates by clicking on the red calendar icon to the right of these fields.

4. Click on '**Add Access**'.

**Manage Users**

**Save User** **Reset Password**

**First Name** Test **Surname** User

**Username** test\_user4@health.qld.gov.au

**Contact Tel No** 5586 6655 **User Type** Hospital/Facility User

**Account Active** Active

**User Account Created By** QHIPMAIL@HEALTH.QLD.GOV.AU **Created On** 03-JUN-2010

**Application Access Granted By** SUZANNE\_MILNE@HEALTH.QLD.GOV.AU **Granted On** 04-OCT-2012

**Grant User Access to Facilities within your Jurisdiction**

**4** **Add Access**

**1** **Facility** AYR HOSPITAL **2** **Security Level** Facility User **3** **Valid From** 01-NOV-2012 **Valid To**

5. A text box confirming the access you are about to update will be displayed. Click **OK**

## 6. The users access will appear in **Update Existing Users Access Section**

User Access to Facility Successfully Added

Manage Users

Save UserReset Password

First Name

Surname

Username

Contact Tel No

User Type Hospital/Facility User

Account Active Active ▼

User Account Created By QHIPSMAIL@HEALTH.QLD.GOV.AU

Created On 03-JUN-2010

Application Access Granted By SUZANNE\_MILNE@HEALTH.QLD.GOV.AU

Granted On 04-OCT-2012

Grant User Access to Facilities within your Jurisdiction

Add Access

Facility -Select Facility- ▼

Security Level -Select Level- ▼

Valid From

Valid To

Update Existing Users Access

CancelSave Access

row(s) 1 - 2 of 2

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
AYR HOSPITAL	Facility User	01-NOV-2012	<input type="text"/>	QHIPSMAIL@HEALTH.QLD.GOV.AU	01-NOV-2012

## Remove User Access

The Primary User and Deputy User/s assigned to a facility have responsibility for managing the users of that facility. A Primary User can remove access for Deputy and Facility User. A Deputy User can remove a Facility Users access and a DCU User can remove a Primary Users access to EVA Plus.

## Remove a Users access to a Facility

By end dating a Users access the User will still be able to log onto EVA Plus however cannot perform tasks associated to that facility

1. Complete a user search to retrieve the user account. Refer to [Search for an Existing User Account](#).

2. To edit a user account click on the **'Edit'** button.

Home » User Accounts

Select Collection: QH

Hospital Users

ack Create New User Reset

Select Facility: -All Accessible Facilities- All Facilities

Search Users: Username @health.qld.gov.au First Name test Surname user Go

Select Output: ☐ Users At Facilities Under Your Jurisdiction ☐ Users With No Access To Any Facilities ☐ Users Assigned To Facilities Outside Your Jurisdiction  
☐ Inactive User Accounts ☐ Locked User Accounts ☒ All

Update Personal Account

Edit	Surname	First Name	Logon Account	Active Flag
<b>Edit</b>	User	Primary	QHPSMAIL@health.qld.gov.au	Active

Manage Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility	Valid From	Valid To
04-OCT-2012	<b>Edit</b>	User	Test	test_user4@health.qld.gov.au	Facility User	Active	No	AYR HOSPITAL	01-NOV-2012	

1 - 4

3. To edit a user account click on the **'Edit'** button.

4. The **'Manage Users'** screen will be displayed.

5. Enter **'Valid To'** (end date) in **'Update Existing Users Access'** table.

6. Click on **'Save Access'**.

Manage Users

Save User Reset Password

First Name Test Surname User

Username test\_user4@health.qld.gov.au

Contact Tel No

User Type Hospital/Facility User

Account Active Active

User Account Created By QHPSMAIL@HEALTH.QLD.GOV.AU Created On 03-JUN-2010

Application Access Granted By SUZANNE\_MILNE@HEALTH.QLD.GOV.AU Granted On 04-OCT-2012

Grant User Access to Facilities within your Jurisdiction

Add Access

Facility -Select Facility- Security Level -Select Level- Valid From 01-NOV-2012 Valid To

Update Existing Users Access

Cancel **Save Access** 6

5

row(s) 1 - 2 of 2

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
AYR HOSPITAL	Facility User	01-NOV-2012	02-NOV-2012	QHPSMAIL@HEALTH.QLD.GOV.AU	01-NOV-2012

7. The Users access will now appear in 'User Access History' table.

8. Click on 'Back'

**Back** 8

Facility Access changes saved

**Manage Users**

**Save User** **Reset Password**

First Name: Test Surname: User

Username: test\_user4@health.qld.gov.au

Contact Tel No: User Type: Hospital/Facility User

Account Active: Active

User Account Created By: QHIPSMAIL@HEALTH.QLD.GOV.AU Created On: 03-JUN-2010

Application Access Granted By: @HEALTH.QLD.GOV.AU Granted On: 04-OCT-2012

**Grant User Access to Facilities within your Jurisdiction**

**Add Access**

Facility: -Select Facility- Security Level: -Select Level- Valid From: 01-NOV-2012 Valid To:

**Update Existing Users Access**

**Cancel** **Save Access**

No facility access granted to this user for facilities in your jurisdiction or they already have access at a higher level than you at one or more of your facilities.

7 **User Access History**

row(s) 1 - 1 of 1

Facility	Security Level	Valid From	Valid To	Access Granted By	Access Granted On
AYR HOSPITAL	Deputy User	05-OCT-2012	31-OCT-2012	QHIPSMAIL@HEALTH.QLD.GOV.AU	05-OCT-2012

The **Manage User Accounts and Access** search screen will appear:

9. The Users access to that facility will be '**Revoked**' and in the Facility Column appear **red**. The User will no longer have access to the facility.

Hospital Users DCU Administrators

**Back** **Create New User** **Reset**

Select Facility: -All Accessible Facilities- **All Facilities**

Search Users: Username: @health.qld.gov.au First Name: test Surname: Go

Select Output: ☐ Users At Facilities Under Your Jurisdiction ☐ Existing Users With No Access To This Application ☐ Users With No Access To Any Facilities ☐ Inactive User Accounts ☐ Locked User Accounts ☒ All

**Manage Users At Facilities Under Your Jurisdiction**

1 - 3

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility Granted/Revoked	Valid From	Valid To
22-MAR-2012	<b>Edit</b>	User	Test	test_user@health.qld.gov.au	Facility User	Active	No	ATHERTON HOSPITAL	22-MAR-2012	22-MAR-2012
27-OCT-2010	<b>Edit</b>	User	test	test_user@health.qld.gov.au	Deputy User	Active	No	ARAMAC HOSPITAL	27-OCT-2010	
27-OCT-2010	<b>Edit</b>	User	test	test_user@health.qld.gov.au	Facility User	Active	No	ALPHA HOSPITAL	27-OCT-2010	15-AUG-2011

9

1 - 3

## Make a User inactive

By making a Users Access Inactive the User will no longer be able to log into EVA Plus.

1. Complete a user search to retrieve the user account. Refer to [Search for an Existing User Account](#).
2. To edit a user account click on the **'Edit'** button.

Home » User Accounts

Select Collection: GH

Hospital Users

ack Create New User Reset

Select Facility: -All Accessible Facilities- All Facilities

Search Users: Username @health.qld.gov.au First Name test Surname user Go

Select Output:  
☐ Users At Facilities Under Your Jurisdiction  
☐ Users With No Access To Any Facilities  
☐ Users Assigned To Facilities Outside Your Jurisdiction  
☐ Inactive User Accounts  
☐ Locked User Accounts  
☒ All

Update Personal Account

Edit	Surname	First Name	Logon Account	Active Flag
Edit	User	Primary	QHPSMAIL@health.qld.gov.au	Active

Manage Users At Facilities Under Your Jurisdiction

Password Sent	Edit	Surname	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility Granted/Revoked	Valid From	Valid To
04-OCT-2012	Edit	User	Test	test_user4@health.qld.gov.au	Facility User	Active	No	AYR HOSPITAL	01-NOV-2012	

1 - 4

3. From the drop down list select **'Inactive'**.
4. Click on **'Save User'**.
5. Click on **'Back'**.

Home » User Accounts

Select Collection: GH

Back 5

Manage Users

Save User 4 Reset Password

First Name Test Surname User

Username test\_user4@health.qld.gov.au

Contact Tel No

User Type Hospital/Facility User

3 Account Active In-Active

User Account Created By Active @HEALTH.QLD.GOV.AU Created On 03-JUN-2010

Application Access Granted By In-Active @HEALTH.QLD.GOV.AU Granted On 04-OCT-2012

The **Manage User Accounts and Access** search screen will appear:



6. The Users access to EVA Plus will now be '**In-Active**' and in the Active Flag column will appear as '**In-Active**'.

Hospital Users

[Back](#) [Create New User](#)

Select Facility: -All Accessible Facilities- [All Facilities](#)

Search Users: Username  First Name  Surname  [Go](#)

Select Output: ☐ Users At Facilities Under Your Jurisdiction ☐ Users With No Access To Any Facilities ☐ Users Assigned To Facilities Outside Your Jurisdiction  
☐ Inactive User Accounts ☐ Locked User Accounts ☒ All

**Update Personal Account**

Edit	Surname	First Name	Logon Account	Active Flag
<a href="#">Edit</a>	User	Primary	QHIPSMAIL@health.qld.gov.au	Active

**Manage Users At Facilities Under Your Jurisdiction**

**6**

Password Sent	Edit	Surname ▲	First Name	Logon Username	Security Level	Active Flag	Account Locked	Facility Granted/Revoked	Valid From	Valid To
04-OCT-2012	<a href="#">Edit</a>	User	Test	test_user4@health.qld.gov.au	Facility User	In-Active	No	AYR HOSPITAL	01-NOV-2012	02-NOV-2012

## Confirm Users

Primary Users are required to confirm users on a periodical basis 4 times a year (presented 15th month - quarterly March, June, September and December). When a review of users is due the Primary User will receive an email from qhipsmail@health.qld.gov.au. The option to confirm Users is only available in EVA Plus during the period review timeframe. If a Primary User receives an email to confirm users however the option is not available in EVA Plus please contact SCI.

1. From the Main Menu, select '**User Accounts**'.
2. From the '**Hospital User Management Options**', select '**Manage User Accounts and Access**'.
3. Select '**Confirm Users**'.

Queensland Government  
Queensland Health

**EVA<sup>PLUS</sup> - Electronic Validation Application**  
All Public Facilities

USER: @HEALTH.QLD.GOV.AU  
Version: v2.6 **Test**  
[Change Password](#) | [Logout](#)

Home > **User Accounts** Administration

Select Collection: QH

**Hospital Users**

**Hospital User Management Options**

[Manage User Accounts and Access](#)

[Confirm Users](#)

**3**



4. From the drop down list select the **'Facility'**.

The screenshot shows the 'Hospital Users' section of the EVA Plus application. A 'Filter' box is open, displaying a dropdown menu for 'Facility'. The menu options are '-Select Facility-', '-Select Facility-', and 'CAIRNS BASE HOSPITAL'. Below the dropdown, the text 'Current Active Users' is visible, and a message 'No users found' is displayed at the bottom of the filter box.

5. A list of current EVA Plus users with access to the selected facility will be displayed
6. Review the list of Users to ensure access is Current.
7. To update users click on **'Manage Users'**. This will take you into the user maintenance screen. To remove a users access refer to [Remove User Access](#)
8. If all users listed are current click on **'Confirm User List'**.

The screenshot shows the 'Hospital Users' section of the EVA Plus application. The 'Facility' dropdown menu is set to 'CAIRNS BASE HOSPITAL'. Below the filter box, a table titled 'Current Active Users' is displayed. The table has columns for 'Edit', 'First Name', 'Surname', 'Username', 'Security Level', 'Valid From', and 'Valid To'. There are two rows of data. Above the table, there are buttons for 'Manage Users' and 'Confirm User List'. The text 'row(s) 1 - 2 of 2' is displayed above the table.

Edit	First Name	Surname	Username	Security Level	Valid From	Valid To
<a href="#">Edit</a>	Test	User	test_user4@health.qld.gov.au	Primary User	02-MAR-12	-
<a href="#">Edit</a>	Test	User	test_user1@health.qld.gov.au	Facility User	30-JUL-12	-

## 4. Patient Data

### Home

Home is the '**Start Page**' for all EVA Plus Users. The '**You have access to the QH Facilities**' screen allows a User to view messages awaiting attention in the form of a summary count.

1. Select '**Home**' from the Secondary Menu.
2. The '**Go**' button will take you to the '**QH Patient Data**' screen where you can view and update validation messages awaiting attention.

Queensland Government  
Queensland Health

**EVA<sup>PLUS</sup> - Electronic Validation Application**  
All Public Facilities

Version: v2.6 **Test**  
[Change Password](#) | [Logout](#)

**>>Home** User Accounts

Select Collection: QH

**Home** Reports QH Patient Data

**Welcome to the Queensland Health Data Collections Unit Web Portal**  
You are currently working in Collection: QH  
Your last successful login was on 02-NOV-2012 at 2:18 PM  
Your last unsuccessful login was on 05-NOV-2012 at 2:27 PM

**You have access to the QH Facilities**

Facility	Messages Awaiting Attention
REDLAND HOSPITAL	14

Go

The **Patient Data** screen will be displayed.

Queensland Government  
Queensland Health

**EVA<sup>PLUS</sup> - Electronic Validation Application**  
All Public Facilities

USER: GHIPMAIL@HEALTH.QLD.GOV.AU  
Version: v2.6 **Test**  
[Change Password](#) | [Logout](#)

**>>Home** User Accounts

Select Collection: QH

**Home** Reports **QH Patient Data**

Select Facility: REDLAND HOSPITAL All Facilities

**Filter Messages**

Facility Action: Not Yet Actioned by Facility Active / Inactive: Active only

Message Date: <=> Message Type: All Message Category: All Validation Type: All Message Code: <=>

Facility Audit User: All Actioned between: <=> And: <=>

Patient ID: Episode ID: Facility Unique ID: <=>

Start Date: <=> End Date: <=>

Clear All Reset Defaults Search

**QH Validation Errors**

Export to CSV

Message Date	Message Type	Message Category	Validation Type	Message Code	Patient ID	Episode ID	Start Date	End Date	Facility ID	Facility Unique ID
03-JUL-12	WRN	GEN	DEMO	H606	0R000	000000000000	24-OCT-11	28-FEB-12	00028	0000002
10-JUL-12	FTL	NLI	NLI	H152	0R00	000000000000	07-JAN-12	07-FEB-12	00028	00000024

**Note:** Refer to '**Actioning EVA Errors**' – QH Patient Data for instruction on how to action validation exceptions

## Viewing Validation Errors

Validation exceptions in EVAPlus are classified as either Fatal or Warning. Both types of exceptions must be 'actioned' in EVAPlus. Actioning informs SCI of the outcome of the investigation undertaken by the facility for that validation exception and does not amend or change data in the source system i.e. HBCIS. Therefore records which require amendment must be updated in the source system. Once data is updated in the source system, an amendment record is triggered and sent to the QHAPDC in the next data extraction. If no amendment is made to the record in the source system i.e. HBCIS (and no mapping by SCI is required) the error will re-present in EVAPlus.

Once a validation exception is actioned in EVAPlus, it can be viewed using the Facility Action filter but cannot be changed.

For a full list and explanations of error messages please refer to [Appendix L](#) in the latest copy of the QHAPDC manual. The QHAPDC Manual can be access from the HSU web site located: [http://qheps.health.qld.gov.au/hic/dsu\\_collections.htm](http://qheps.health.qld.gov.au/hic/dsu_collections.htm)

Fatal validation exceptions have three actions:

- FTL - Fatal error - Record to be updated by facility.
- FTL - Fatal error - Record confirmed as correct – please map error.
- FTL - Fatal error – Facility to contact DCU.

Warning validation exceptions have two actions:

- WRN - Record updated by facility.
- WRN - Record confirmed as correct.
- WRN – Warning Error – Facility to contact SCI

The QH Patient Data displayed on the secondary menu displays validation messages awaiting User Action. Users can view the validation exceptions of patient data by filtering the fields to customise the display. Filters are available where blue arrows exist beside the field. Click on the blue arrow for the reference file drop down box.

1. Select '**QH Patient Data**' from the Secondary Menu.

The screenshot displays the EVA Plus - Electronic Validation Application interface. At the top, the Queensland Government logo is on the left, and the application title 'EVA PLUS - Electronic Validation Application' is in the center. The user is logged in as 'QHPSMAIL@HEALTH.QLD.GOV.AU' with version 'v2.6 Test'. The main navigation bar includes 'Home', 'Reports', and 'QH Patient Data'. Below this, there's a 'Select Collection' dropdown set to 'QH'. The 'Filter Messages' section contains various filters: 'Facility Action' (Not Yet Actioned by Facility), 'Active / Inactive' (Active only), 'Message Date' (with a date picker and '>=' operator), 'Message Type' (All), 'Message Category' (All), 'Validation Type' (All), 'Message Code' (empty), 'Facility Audit User' (All), 'Actioned between' (with two date pickers and 'And' operator), 'Patient ID' (empty), 'Episode ID' (empty), 'Facility Unique ID' (empty), 'Start Date' (with a date picker and '>=' operator), and 'End Date' (with a date picker and '>=' operator). At the bottom are 'Clear All', 'Reset Defaults', and 'Search' buttons.

- From the Facility drop down list select the required facility or alternatively click on **'All Facilities'** to display validation messages for all facilities the user has access too.

Home Reports **QH Patient Data**

Select Collection: QH

Select Facility: -Select- All Facilities

Filter Messages

Facility Action: Not Yet Actioned by Facility

Message Date: [ ] >= Message Type: All Message Category: All Validation Type: All

**Note** – if the user has access to only one facility the drop down box will not appear.

- The **'Filter Messages'** screen is displayed
- Enter the required filters and then click on **'Search'**.
- The results will display in the **'QH Validation Errors'** section.

Home Reports **QH Patient Data**

Select Collection: QH

Select Facility: REDLAND HOSPITAL All Facilities

Filter Messages

Facility Action: Not Yet Actioned by Facility Active / Inactive: Active only

Message Date: [ ] >= Message Type: All Message Category: All Validation Type: All Message Code: [ ]

Facility Audit User: All Actioned between: [ ] And: [ ]

Patient ID: [ ] Episode ID: [ ] Facility Unique ID: [ ]

Start Date: [ ] >= End Date: [ ] >=

Clear All Reset Defaults Search

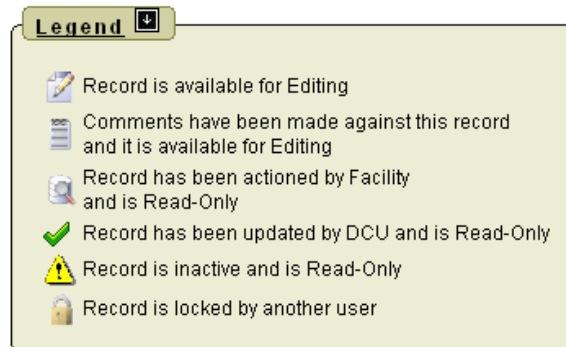
**QH Validation Errors**

Export to CSV 1 - 15 of 423 Next

	Message Date	Message Type	Message Category	Validation Type	Message Code	Patient ID	Episode ID	Start Date	End Date	Facility ID	Facility Unique ID
5	03-JUL-12	WRN	GEN	DEMO	H606	0R0C	000000000002	24-OCT-11	28-FEB-12	00028	0000002
	10-JUL-12	FTL	NLI	NLI	H152	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	10-JUL-12	FTL	GRP	DRG	H134	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	10-JUL-12	WRN	-	DEMO	H823	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	22-FEB-12	WRN	GEN	DEMO	H377	0R0C	000000000014	28-JUN-11	08-JUL-11	00028	0000002

**Note** – The Filter Messages screen will always default to a Facility Action of 'Not Yet Actioned by Facility' for a Hospital User.

6. A legend is displayed at the bottom of the page providing an explanation of the icons listed in the left column of the **'QH Validation Errors' table**.



7. To move to next page click **'Next'**

QH Validation Errors											
<a href="#">Export to CSV</a>		1 - 15 of 423 <a href="#">Next</a>									
	Message Date	Message Type	Message Category	Validation Type	Message Code	Patient ID	Episode ID	Start Date	End Date	Facility ID	Facility Unique ID
	03-JUL-12	WRN	GEN	DEMO	H606	0R00	000000000002	24-OCT-11	28-FEB-12	00028	0000002
	10-JUL-12	FTL	NLI	NLI	H152	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	10-JUL-12	FTL	GRP	DRG	H134	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	10-JUL-12	WRN	-	DEMO	H823	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002

8. Click on the notepad icon at the beginning of a line to display the additional information that relates to the validation.
9. The **'Validation Error Record Details'** screen is displayed.
10. To navigate to the **'QH Validation Errors'** screen click on **'Back'**.

[Back](#)

**Validation Error Record Details**

Facility REDLAND HOSPITAL

Message Date 03-JUL-12

Message Type WRN

Message Code H606

Message Description Patient days are more than 100

Validation Type DEMO

Patient ID 0R000

Episode ID 000000000000

Facility Unique ID 0000000

Hospital Action -Select-

Hospital Action Text

Start Date 24-OCT-2011

End Date 28-FEB-2012


[Cancel](#) [Apply Changes](#)

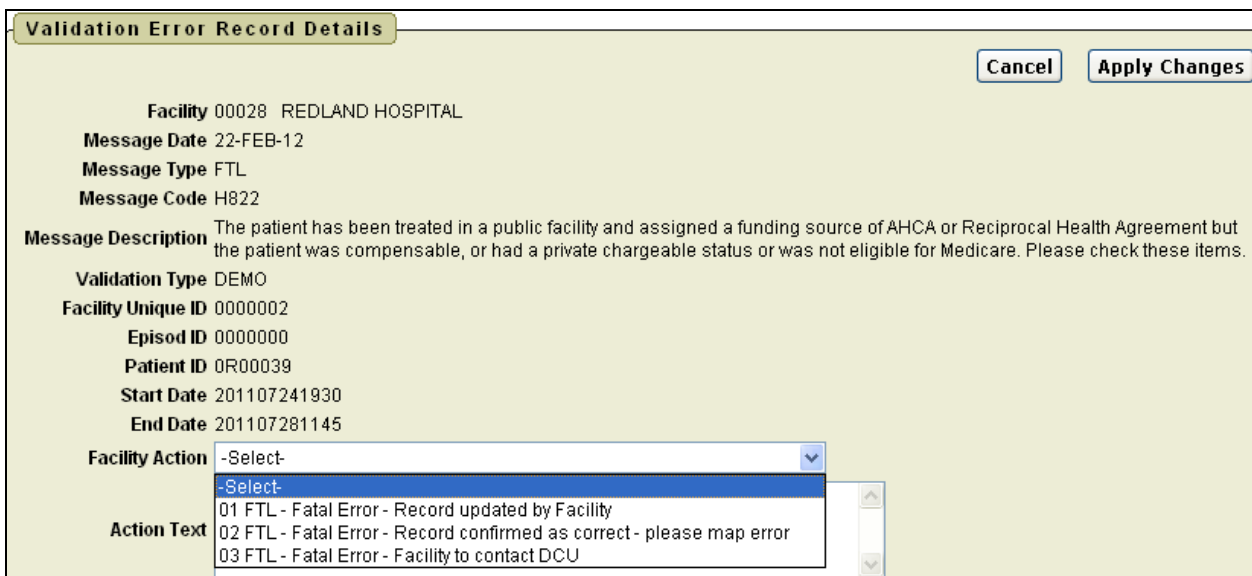
For instructions on actioning errors view [Actioning Validation Errors](#)

## Actioning Validation Errors

When actioning validation errors depending on the error type and action required the user has the following options available to select:

- 01 FTL – Fatal Error – Record update by Facility
- 02 FTL – Fatal Error – Record confirmed as correct – please map error
- 03 FTL – Fatal Error – Facility to contact SCI
- 04 WRN – Warning Error – Record updated by Facility
- 05 WRN – Warning Error – Record confirmed as correct
- 06 WRN – Warning Error – Facility to contact SCI

1. Navigate to the **'QH Patient Data'** screen
2. Click on the notepad icon  at the beginning of a line to display the additional information that relates to the validation.
3. The **'Validation Error Record Details'** screen is displayed.
4. In the **'Hospital Action'** field select a relevant action.







5. If required the user will be prompted to enter **'Action Text'**.

**Note** – Action Text is mandatory for the following selections;

- 02 FTL – Fatal Error – Record confirmed as correct – please map error
- 03 FTL – Fatal Error – Facility to contact SCI
- 05 WRN – Warning Error – Record confirmed as correct
- 06 WRN – Warning Error – Facility to contact SCI

6. When a validation exception has been actioned, the corresponding icon will be updated. The Legend for the various icons appears at the bottom of the



Validation Errors											
<b>Export to CSV</b>											
										row(s) 1 - 30 of 307	Next
	Message Date	Message Type	Message Category	Validation Type	Message Code	Facility ID	Facility Unique ID	Episode ID	Patient ID	Start Date	End Date
	22-FEB-12	WRN	GEN	DEMO	H377	00028	000000244	-	-	-	-
	22-FEB-12	WRN	GEN	DEMO	H377	00028	000000244	-	-	-	-
	22-FEB-12	WRN	GEN	DEMO	H377	00028	000000244	-	-	-	-
This record has been actioned by Primary User on 23-Feb-2012 at 09:24 AM and does not require DCU action. Click to view this record											
	22-FEB-12	WRN	GEN	DEMO	H377	00028	000000244	-	-	-	-

## Export Validation Exceptions to CSV file

An option exists in EVA Plus for a user to export the selected validation exceptions in to a CSV file. Once exported the data can be saved in an excel spreadsheet.

1. From the Validation Errors click on **'Export to CSV'**.

Home Reports **QH Patient Data**

Select Facility REDLAND HOSPITAL All Facilities

**Filter Messages**

Facility Action Not Yet Actioned by Facility Active / Inactive Active only

Message Date Message Type All Message Category All Validation Type All Message Code

Facility Audit User All Actioned between And






Patient ID Episode ID Facility Unique ID

Start Date End Date

Clear All Reset Defaults Search

**QH Validation Errors**

**Export to CSV** 1 - 15 of 423 Next

	Message Date	Message Type	Message Category	Validation Type	Message Code	Patient ID	Episode ID	Start Date	End Date	Facility ID	Facility Unique ID
	03-JUL-12	WRN	GEN	DEMO	H606	0R0C	000000000002	24-OCT-11	28-FEB-12	00028	0000002
	10-JUL-12	FTL	NLI	NLI	H152	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	10-JUL-12	FTL	GRP	DRG	H134	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	10-JUL-12	WRN	-	DEMO	H823	0R00	000000000002	07-JAN-12	07-FEB-12	00028	0000002
	22-FEB-12	WRN	GEN	DEMO	H377	0R0C	000000000014	28-JUN-11	08-JUL-11	00028	0000002

2. A message box appears reminding the user of the privacy and confidentiality requirements of the information about to be downloaded. Click on **'OK'** to proceed.

Microsoft Internet Explorer

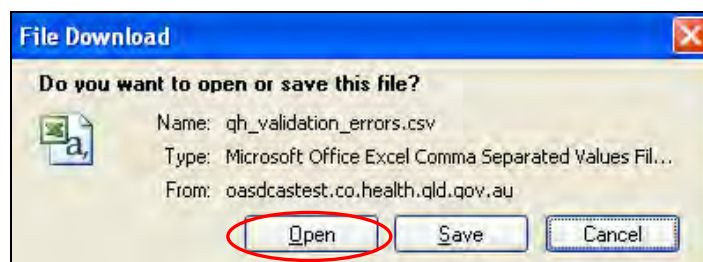
By downloading this information you are agreeing to comply with the relevant privacy principles and confidentiality laws.

In particular, personal and sensitive information must be responsibly and transparently collected and managed and all information about a person who is receiving, or has received, a health service must be treated with the strictest confidence.

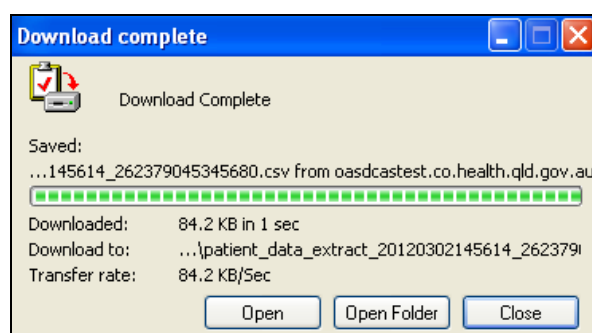
Do you wish to proceed?

OK Cancel

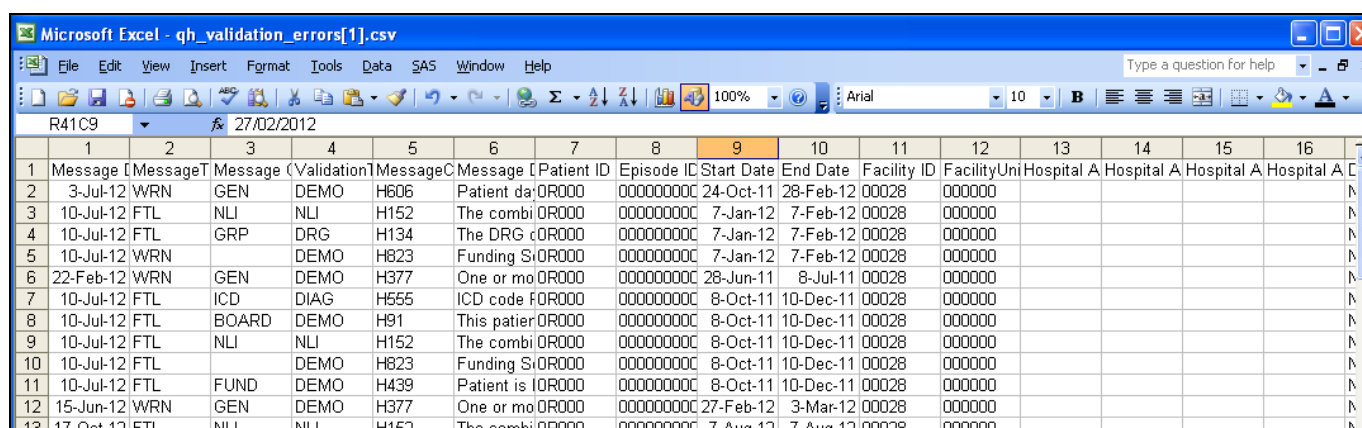
- Following the export of the file, the File Download message box appears. Click on Open or Save.



- When download is complete, click on Open.



- An Excel spreadsheet will open and can be filtered and sorted to meet operational need.

A screenshot of a Microsoft Excel spreadsheet titled "qh\_validation\_errors[1].csv". The spreadsheet has 16 columns and 13 rows of data. The columns are labeled: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16. The rows contain various validation error messages and data points. For example, row 1 contains "Message [MessageT", "Message (ValidationT", "MessageC", "Message [Patient ID", "Episode ID", "Start Date", "End Date", "Facility ID", "FacilityUni", "Hospital A", "Hospital A", "Hospital A", "Hospital A". Row 2 contains "3-Jul-12 WRN", "GEN", "DEMO", "H606", "Patient da", "OR000", "000000000", "24-Oct-11", "28-Feb-12", "00028", "000000", "N". Row 3 contains "10-Jul-12 FTL", "NLI", "NLI", "H152", "The combi", "OR000", "000000000", "7-Jan-12", "7-Feb-12", "00028", "000000", "N". Row 4 contains "10-Jul-12 FTL", "GRP", "DRG", "H134", "The DRG c", "OR000", "000000000", "7-Jan-12", "7-Feb-12", "00028", "000000", "N". Row 5 contains "10-Jul-12 WRN", "DEMO", "H823", "Funding Si", "OR000", "000000000", "7-Jan-12", "7-Feb-12", "00028", "000000", "N". Row 6 contains "22-Feb-12 WRN", "GEN", "DEMO", "H377", "One or mo", "OR000", "000000000", "28-Jun-11", "8-Jul-11", "00028", "000000", "N". Row 7 contains "10-Jul-12 FTL", "ICD", "DIAG", "H555", "ICD code FO", "OR000", "000000000", "8-Oct-11", "10-Dec-11", "00028", "000000", "N". Row 8 contains "10-Jul-12 FTL", "BOARD", "DEMO", "H91", "This patier", "OR000", "000000000", "8-Oct-11", "10-Dec-11", "00028", "000000", "N". Row 9 contains "10-Jul-12 FTL", "NLI", "NLI", "H152", "The combi", "OR000", "000000000", "8-Oct-11", "10-Dec-11", "00028", "000000", "N". Row 10 contains "10-Jul-12 FTL", "DEMO", "H823", "Funding Si", "OR000", "000000000", "8-Oct-11", "10-Dec-11", "00028", "000000", "N". Row 11 contains "10-Jul-12 FTL", "FUND", "DEMO", "H439", "Patient is IO", "OR000", "000000000", "8-Oct-11", "10-Dec-11", "00028", "000000", "N". Row 12 contains "15-Jun-12 WRN", "GEN", "DEMO", "H377", "One or mo", "OR000", "000000000", "27-Feb-12", "3-Mar-12", "00028", "000000", "N". Row 13 contains "17-Oct-12 FTL", "NLI", "NLI", "H152", "The combi", "OR000", "000000000", "7-Aug-12", "7-Aug-12", "00028", "000000", "N".

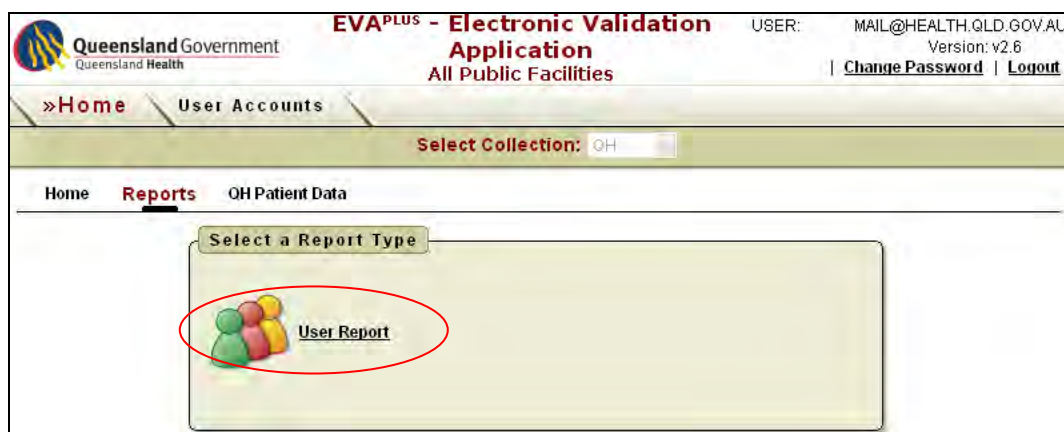


## 5. Reporting

### User Reports

The 'User Report' screen allows a User to view information in the form of a summary count, facility details and a list of active users for the associated facility for EVA Plus.

1. Select '**Reports**' from the Secondary Menu.
2. From the '**Select a Report Type**' table, select **User Report**.



Upon selecting 'User Report' from the 'Select a Report Type' table a EVA Plus User is presented with the following tables:

- '**User Type Account – Active Users Only**' – Provides a summary count of EVA Plus active users set up with either DCU User or Hospital/Facility User access.
- '**Active Hospital Users by Facility**' – Provides access through to a detailed User listing for all active Hospital Users by Facility and enables interactive selections via hyperlinks.

The screenshot shows the EVA Plus web application interface after selecting 'User Report'. It displays two tables:

User Type	Count
Hospital User	17
DCU Administrator	12

Facility	Count
<a href="#">AYR HOSPITAL</a>	4
<a href="#">BUNDABERG HOSPITAL</a>	6
<a href="#">REDLAND HOSPITAL</a>	12

3. From the '**Active Hospital Users by Facility**' table select the required Facility.  
*In the following example the hyperlink for 'Ayr Hospital' was selected.*

The screenshot displays the 'User Accounts' section of the EVA Plus application. At the top, there is a navigation bar with 'Home' and 'User Accounts' tabs. Below this, a 'Select Collection' dropdown is set to 'QH'. A secondary navigation bar includes 'Home', 'Reports', and 'OH Patient Data' links. A 'Back' button is located on the left. The main content area features two panels. The first panel, titled 'Facility Details', shows information for 'AYR HOSPITAL' (Facility ID 00191, Facility Type 34). It lists the real address as '2 CHIPPENDALE ST, AYR, QLD 4807' and the postal address as 'PO BOX 971, AYR, QLD 4807'. The second panel, titled 'Users for this Facility', includes radio buttons for 'Account Type' (Active Accounts, Inactive/Expired Accounts, All). Below this is a table of users with columns for First Name, Surname, Email Address, Security Level, Valid From, Valid To, Account Status, and an Edit button. Two users are listed: a Deputy User with email .MAIL@health.qld.gov.au and a Primary User with email MAIL@health.qld.gov.au, both with a security level of Facility User and valid from 22-FEB-12.

First Name	Surname	Email Address	Security Level	Valid From	Valid To	Account Status	Edit
Deputy	User	.MAIL@health.qld.gov.au	Facility User	22-FEB-12	-	Active	<a href="#">Edit</a>
Primary	User	MAIL@health.qld.gov.au	Primary User	22-FEB-12	-	Active	N/A

4. The '**Edit**' button will take you to the '**Manage Users**' screen where you can update user details and access. Refer to Section 3 – User Management.
5. The '**Email Address**' hyperlink will populate an email from your GroupWise account.

**Note:** An EVA Plus User will only be able to update information as per details in Section 3 – User Management.

## 6. Glossary

EVA Plus	Electronic Validation Application
DCU User	Statistical Collection and Integration User (formally Data Collections Unit User).
Primary User	Primary User.
Deputy User	Deputy User.
Facility User	Facility User.
QHAPDC	Queensland Hospital Admitted Patient Data Collection
SCI	Statistical Collections and Integration (Queensland Health).
HSU	Health Statistics Unit (formally Health Statistics Centre)
QHIPS	Queensland Health Inpatient Processing System

## 7. Frequently Asked Questions

### **WHAT IF I FORGET MY PASSWORD AND THE ANSWER TO MY LOST PASSWORD QUESTION?**

For Facility and Deputy Users please contact the Primary User who will then be able to unlock your account (if you know the answer to your lost password question) or reset your account (if you don't know the answer to your lost password question).

For Primary Users please contact the SCI who will then be able to unlock your account (if you know the answer to your lost password question) or reset your account (if you don't know the answer to your lost password question).

A new system generated password will be sent to you via email when the account is unlocked or reset.

### **WHAT HAPPENS IF I HAVE CREATED A USER WITH AN INCORRECT USER NAME?**

The User Name (Email Address) field is unable to be amended as this is a unique identifier for a User. The 'Active Flag' field for the incorrectly set up User will need to be changed to 'In-Active' and a new User with the correct details will need to be created.

### **WHAT HAPPENS IF A STAFF MEMBER GOES ON LEAVE/SECONDMENT?**

For the staff member going on leave/secondment, change their account to be 'In-Active' and create access for the relieving staff member. When the original staff member returns the work area, change their account to 'Active' and end date the relieving staff member.

### **WHAT HAPPENS IF A STAFF MEMBER NO LONGER REQUIRES ACCESS DUE TO LEAVING QUEENSLAND HEALTH?**

The associated User is required to be end dated and change their account to be 'In-Active'. The User will then be unable to access EVA Plus.

### **WHAT HAPPENS IF I ACTION AN ERROR BUT DON'T FIX MY DATA?**

The record at SCI will remain unchanged as there won't be an amendment record in the next months extraction, therefore the error will be published again.

### **WHAT HAPPENS IF I DON'T ACTION AN ERROR BUT FIX MY DATA?**

Fatal error will be removed if the data has been amended at SCI (either by manual amendment by SCI or amendment record sent in next month's data). However, warning errors will remain on EVA Plus.

### **CAN I CHANGE THE ACTION ONCE IT HAS BEEN SUBMITTED?**

No, once an error has been actioned it can't be changed. Please contact SCI if you require further assistance.

### **CAN I ACTION MORE THAN ONE ERROR AT A TIME?**

At this stage each error must be actioned individually.

### **CAN TWO USERS ACTION THE SAME ERROR AT THE SAME TIME?**

No, once a user has opened an error it is locked and can't be accessed by any other user.

### **CAN I PRINT OUT THE VALIDATION ERRORS?**

As with any web page you can print using the PRINT button on the toolbar (or selecting the Print option under 'File'). Hint: Under 'File' and 'Page Setup' select the orientation to 'Landscape'.

### **CAN I DOWNLOAD THE VALIDATION ERRORS?**

By selecting 'Export Results to CSV file' an Excel spreadsheet will generate containing all errors for the facility.

## 8. EVA Plus Support

EVA Plus Users are able to contact the Statistical Collections and Integration should they require any support/assistance in using the EVA Plus Application.

Office Hours: 8:15am to 5:00pm

Contact Information:

Position Title	Contact Number
Principal Data Collection Officer	(07) 3234 0200
Senior Data Collections Officer	(07) 3224 8741
Data Collection Coordinator	(07) 3237 1459

or an email can be sent to:

[QHIPSMAIL@health.qld.gov.au](mailto:QHIPSMAIL@health.qld.gov.au)